

RESOLUTION NO. 91-57

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A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE REVISED CLASS SPECIFICATIONS  
FOR ELECTRIC UTILITY SUPERINTENDENT

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RESOLVED, that the Lodi City Council does hereby approve the revised class specifications for Electric Utility Superintendent, as shown on Exhibit A attached hereto.

Dated: March 20, 1991

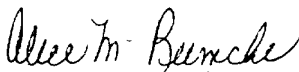
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I hereby certify that Resolution No. 91-57 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider  
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None

  
Alice M. Reimche  
City Clerk

ELECTRIC UTILITY SUPERINTENDENT.**EXHIBIT**DEFINITION:

Plans, organizes, directs, and reviews the operations of the Construction and Maintenance Division of the Electric Utility Department. Responsible for policy and procedure development, planning, and the training, supervision, and evaluation of Division staff in the maintenance and construction of high voltage overhead and underground electric systems, and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a mid-management level position in the Electric Utility Department. It is distinguished from the Electric Utility and Electric Systems Supervisors in that the Superintendent is responsible for the overall planning, training, organization and supervision of the Division, whereas the Supervisors are responsible for the divisions' daily operations.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Assistant Electric Utility Director. Supervises the Electric Utility Supervisor and other subordinate positions.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Monitors and implements rules and regulations governing the Division, such as G.O. 95 and 128, safety orders, State and Federal regulations, etc.  
Conducts field safety inspections and maintains appropriate logs and records.  
Conducts periodic equipment, facility and utility plant inspections and maintains appropriate logs and records.  
Analyses the activities under his/her supervision to effect economies and increase efficiencies.  
Plans, organizes, directs, and reviews the construction and maintenance of the overhead and underground electric distribution systems, and transmission plant.  
Develops and implements the Division's goals, objectives, policies, and priorities.  
Provides for training and development of Division employees.  
Develops and verifies the implementation of the Division's policies, procedures, and practices.  
Handles the more difficult public citizen complaints and public relation matters.  
Assumes responsibility for preparation and administration of the Division's budget.  
Develops and maintains an ongoing employee safety and training program.  
Analyzes Division activities; prepares reports.  
Assists in the investigation of claims against the City related to Division activities.  
Participates in making recommendations for the improvement and construction of electric distribution systems.  
Confers with other City departments regarding the Division's overall activities.  
Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials and tools used in the construction and maintenance of overhead and underground electric distribution, transmission and streetlighting systems.  
Pertinent Federal, State, and local laws, codes and safety rules governing electrical construction/maintenance work including G.O. 95 and 128.  
Principles of management, supervision, training and performance evaluation.  
Safe work practices and procedures.  
Record keeping and reporting procedures.

Ability to:

Manage, direct and plan the overall activities of the Construction and Maintenance Division.  
Work independently.  
Supervise, train and evaluate subordinates.  
Develop and implement effective safety and training programs.  
Conduct fair and impartial safety, facility and plant inspections.  
Maintain and prepare accurate work and operational records.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Prepare clear, concise and complete technical documents, reports and correspondence.  
Communicate clearly and concisely.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Attainment of journey level status through apprentice training as an Electric Lineman/Linewoman and four (4) years of increasing responsibility in electric distribution systems' construction and maintenance, two (2) years of which were in an administrative or supervisory capacity equivalent to Electric Utility Supervisor.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

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